

September 26, 2012

# Montana Health Care Programs Notice

## Hospital Inpatient, Out-of-State Psychiatric Residential Treatment Facility (PRTF) and Therapeutic Group Home (TGH)

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### Changes to the Interstate Compact on the Placement of Children (ICPC) Required

Effective October 1, 2012, additional information will be required for completing ICPCs for Montana youth placed in an out-of-state psychiatric residential treatment facility (PRTF) or therapeutic group home (TGH) for treatment. The ICPC requirement is not new, however the additional information requirement is.

ICPCs will still need to be completed prior to the treatment being authorized by the Magellan Medicaid Administration (MMA), the Department's utilization review contractor. ICPCs are required for youth in the custody of a State agency as well as a parental placement.

The ICPC is the best way Montana has to ensure protection of and services to youth who are placed out of state. The ICPC is a uniform law enacted by every state in the United States. It was enacted in Montana in 1975. The ICPC establishes procedures for the interstate placement of youth and fixes responsibilities for those involved in placing the youth.

In order to safeguard both the youth and the parties involved in the youth's placement, the ICPC:

- Guarantees the youth legal and financial protection by fixing these responsibilities with the sending State agency or parent; and
- Ensures the sending State agency, court, or parent does not lose jurisdiction over the youth once they move to the receiving state for treatment.

The Montana ICPC Administrator is Kandice Morse. She is located in the central office of Child and Family Service (CFS) Division, DPHHS, and can be reached by phone at (406) 841-2417, by fax at (406) 841-2487, and by e-mail at [kmorse@mt.gov](mailto:kmorse@mt.gov).

The ICPC Administrator must receive the following **completed** forms and information, and approval from the receiving state, prior to placement of the youth in an out-of-state PRTF or TGH. The ICPC Administrator's goal is to turn the ICPC around and get it approved in 4–5 business days.

#### Parents Requesting Out-of-State Placement

- ICPC 100-A form with their signature; and
- Financial/medical plan.

### **Relative or Guardian Requesting Out-of-State Placement**

- ICPC 100-A form with their signature; and
- Financial/medical plan; and
- Court order giving the relative or guardian authority to place the child.

### **Requests by Probation Officers**

- ICPC 100A form with the probation officer's signature; and
- Financial/medical plan including the child's Title IV-E eligibility; and
- Court order indicating that the child has been adjudicated delinquent, that no equivalent facilities are available in the sending's agency jurisdiction, and that institutional care in the receiving state is in the best interest of the child and will not produce undue hardship; and
- Current case history on the child.

### **Requests by Child and Family Services (CFS) and Department of Corrections (DOC) Staff**

- ICPC 100A form with the CFS or DOC staff's signature; and
- Financial/medical plan including the child's Title IV-E eligibility; and
- Court order showing authority to place the child; and
- Current case history on the child; and
- Case plan or permanency plan.

Some states may also require a letter of acceptance from the facility and a placement disruption agreement in addition to the above information.

The ICPC Administrator will also need an ICPC 100-B form with the placement date if the child is placed, or date of closure for the ICPC if the child will not be placed, as soon as possible after a placement decision is made. If the 100-B form is not submitted, the ICPC will be closed within 30 days of the date that the receiving state approves the 100-A form.

The ICPC 100-B form is used to do two things:

1. The top half is used to notice the receiving state if and when the child is placed; and
2. The bottom half is used to close the ICPC. When a child is placed through the ICPC, the 100-B form should be completed with the placement date information filled out and forwarded to the ICPC Administrator. When the child returns to Montana, the closure date information should be completed, and the 100-B form forwarded to ICPC Administrator. If the child is not placed in the receiving state, the closure date information should be completed, and the 100-B form forwarded to the ICPC Administrator.

The ICPC 100-A, ICPC 100-B, and Financial/Medical Plan forms are included with this provider notice and are also on the DPHHS [website](#).

If you have questions or want more information about this program notice, please contact:

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## **Contact Information**

For claims questions or additional information, contact Provider Relations at 1-800-624-3958 (toll-free, in/out of state) or (406) 442-1837 (Helena) or via e-mail at [MTPRHelpdesk@xerox.com](mailto:MTPRHelpdesk@xerox.com).

Visit the Provider Information website at <http://medicaidprovider.hhs.mt.gov>.